



# 2020 Designated Erosion Control Inspector Re-listing

STEP-BY-STEP INSTRUCTIONS





All DECIIs who want to maintain their status need to re-list and pay the re-listing fee, regardless of the year they became a DECI. The education requirements are based on the year they became a DECI.





# Part 1 – Create an Account on the Citizen Self Service Portal

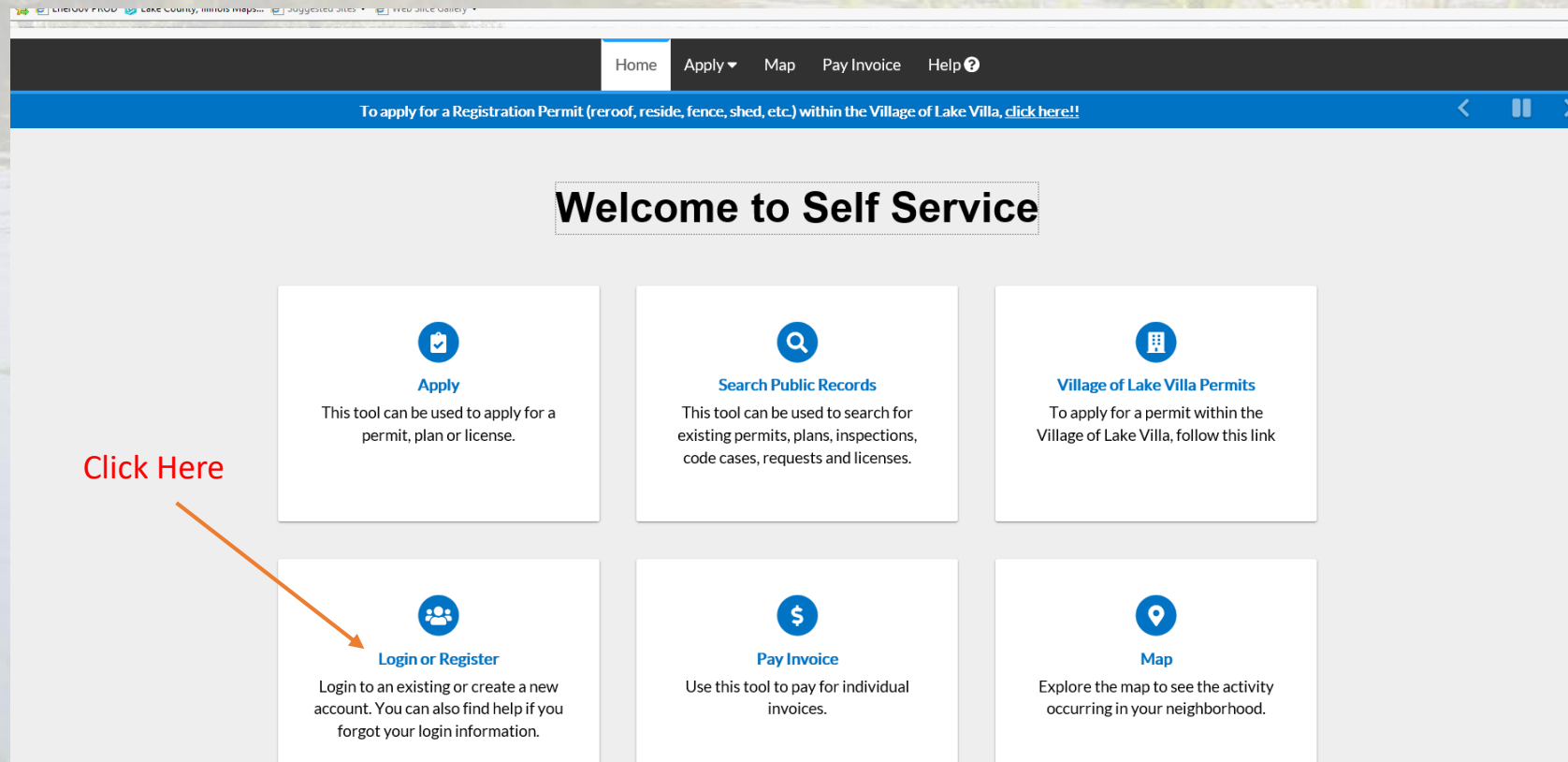
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STORMWATER MANAGEMENT COMMISSION

# Part 1 – Create an Account on the Citizen Self Service Portal

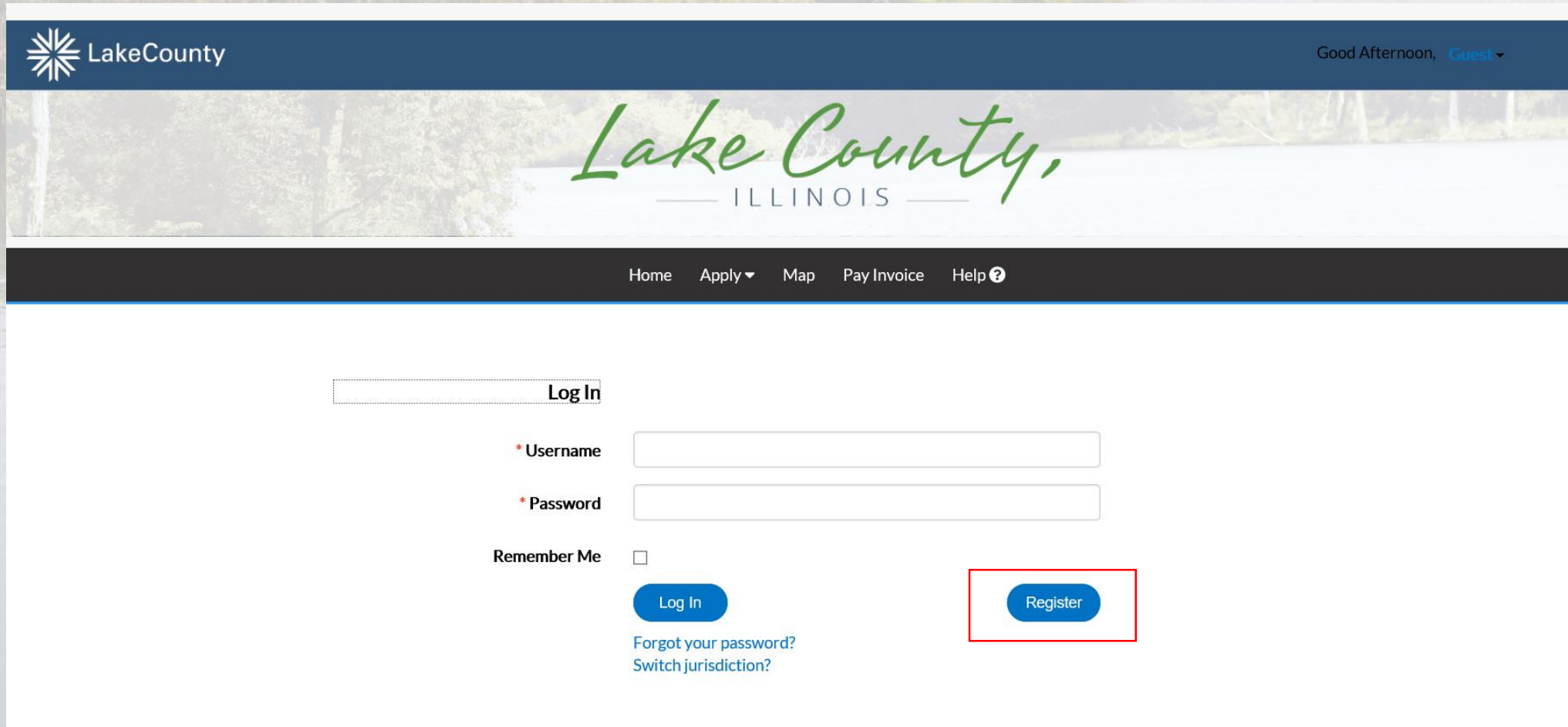
- Step 1 – Go to [https://lakecountyl-energygovpub.tylerhost.net/Apps/selfservice/LakeCountyLCSS\\_Prod#/home](https://lakecountyl-energygovpub.tylerhost.net/Apps/selfservice/LakeCountyLCSS_Prod#/home)
- Step 2 - Click on “Login or Register”





# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 3 - Create a username and password and click “Register”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Afternoon, Guest". The main navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The login section contains a "Log In" button, a "Username" field, a "Password" field, and a "Remember Me" checkbox. A "Log In" button is also present. The "Register" button is highlighted with a red box. Below the login fields, there are links for "Forgot your password?" and "Switch jurisdiction?".

**Lake County** Good Afternoon, [Guest](#)

*Lake County,*  
ILLINOIS

[Home](#) [Apply](#) [Map](#) [Pay Invoice](#) [Help](#)

**Log In**

\* Username

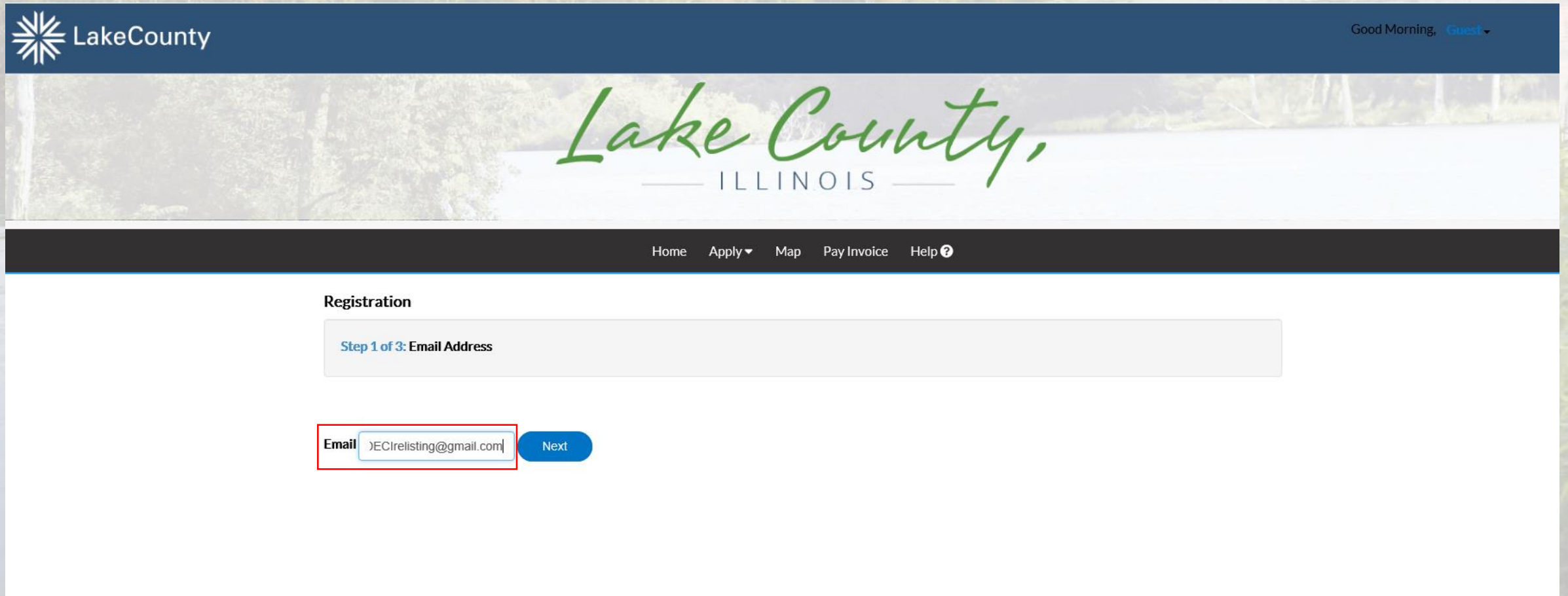
\* Password

Remember Me ☐

[Forgot your password?](#)  
[Switch jurisdiction?](#)

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 4 – Enter the email address you want to use for the re-listing



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration process is titled "Registration" and shows "Step 1 of 3: Email Address". The email input field contains "JECirelisting@gmail.com" and is highlighted with a red box. A blue "Next" button is located to the right of the input field.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

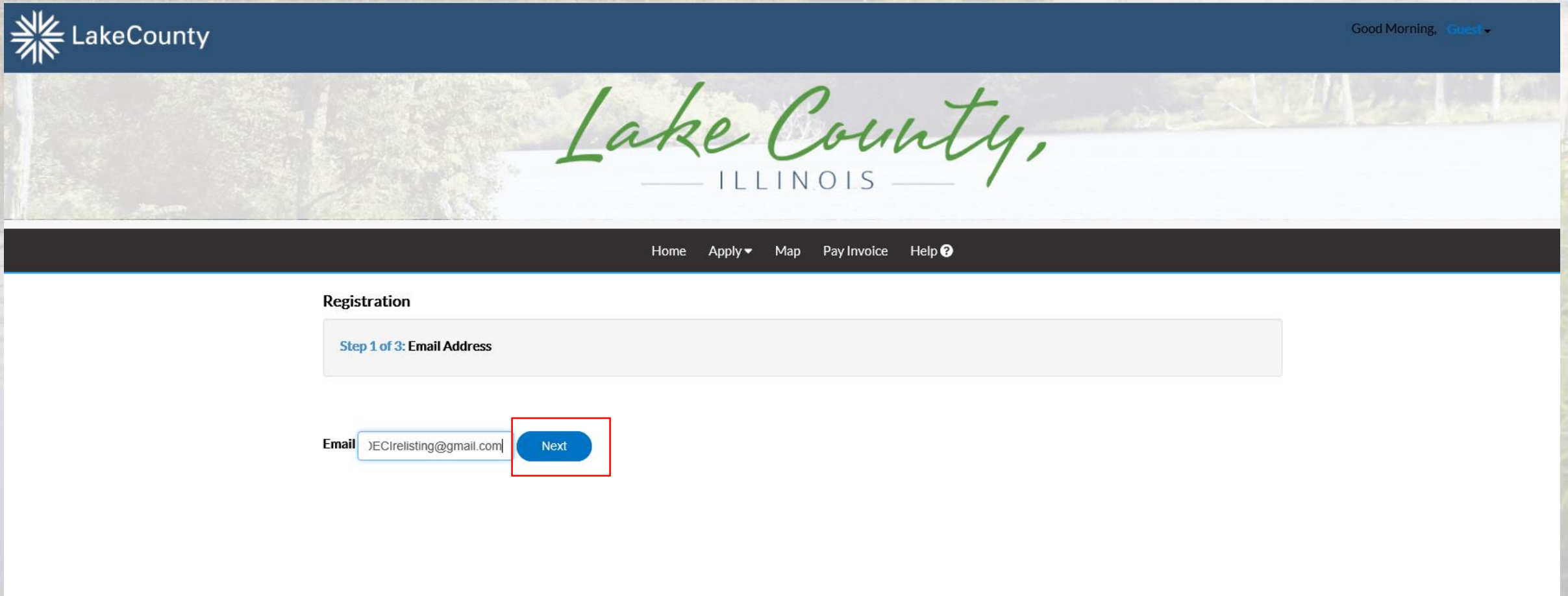
Registration

Step 1 of 3: Email Address

Email  Next

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 5 – Click “Next”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration section is titled "Registration" and shows "Step 1 of 3: Email Address". The email input field contains "JECirelisting@gmail.com" and a blue "Next" button is highlighted with a red box.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

Registration

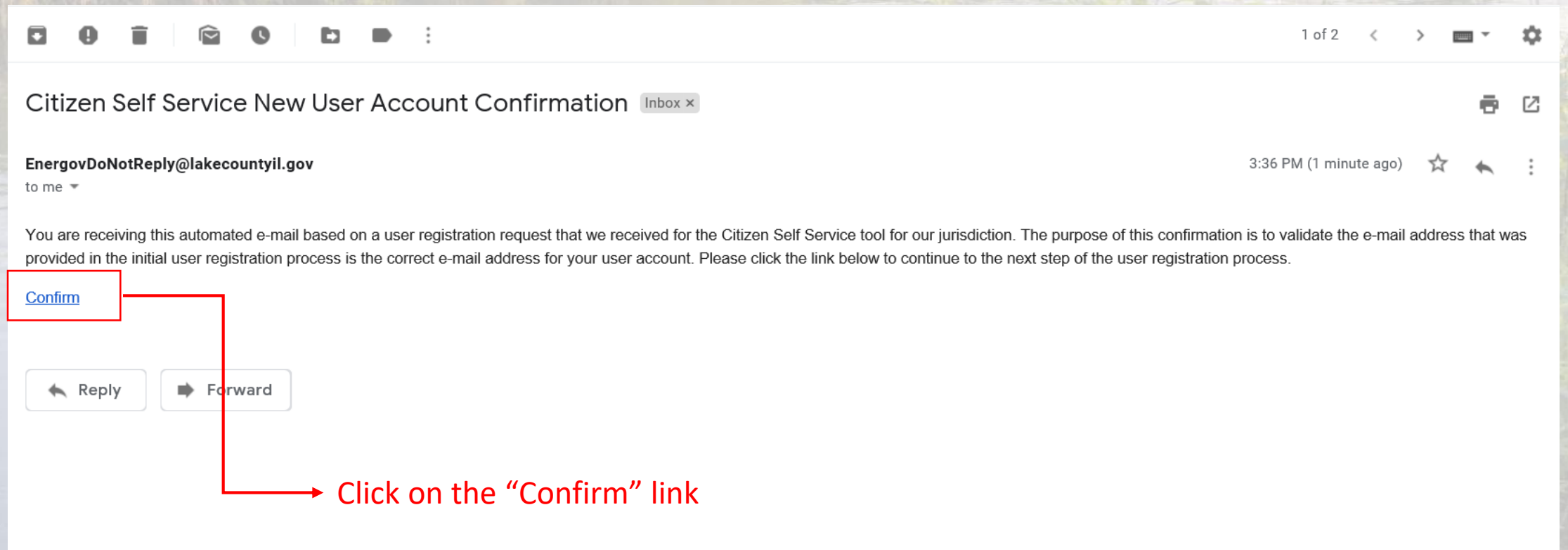
Step 1 of 3: Email Address

Email  [Next](#)



# Part 1 – Create an Account on the Citizen Self Service Portal

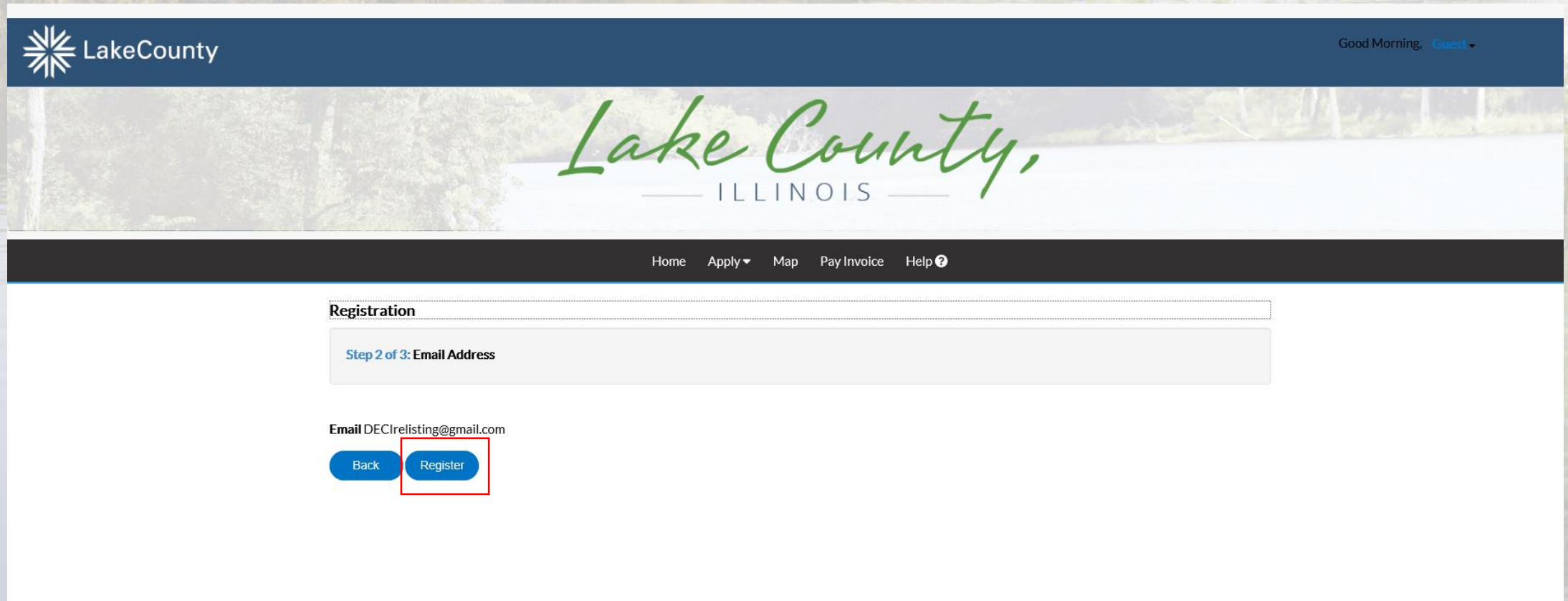
- Step 6 – Check your email and confirm the link in the email from [EnergovDoNotReply@lakecountyil.gov](mailto:EnergovDoNotReply@lakecountyil.gov); check junk email folder too





# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 7 - Once you confirm, another window will open to register the email address. Click “Register”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration process is shown in progress, with the title "Registration" and the step indicator "Step 2 of 3: Email Address". The email address "Email DECirelisting@gmail.com" is displayed. At the bottom, there are two buttons: "Back" and "Register". The "Register" button is highlighted with a red rectangle.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

Registration

Step 2 of 3: Email Address

Email DECirelisting@gmail.com

Back Register

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 8 – Input your information for the online account and click “Submit” (make sure you check “I’m not a robot”)

The screenshot shows the 'Registration' page for Lake County, Illinois, specifically 'Step 3 of 3: Contact Information'. The page has a header with the county logo and navigation links (Home, Apply, Map, Pay Invoice, Help). The main section is titled 'PERSONAL INFO' and contains a CAPTCHA challenge 'I'm not a robot' which is highlighted with a red box. Below the CAPTCHA are several required fields: Username, First Name, Middle Name, Last Name, Company, Business Phone, Home Phone, Mobile Phone, Fax, Other Phone, Email Address (pre-filled with 'DECirelisting@gmail.com'), and Contact Preference (set to 'Address'). A 'PASSWORD' section at the bottom indicates a requirement for 8 characters with specific case and number rules.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

☐ I'm not a robot

\*REQUIRED

\* Username

\* First Name

Middle Name

\* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

\* Email Address: DECirelisting@gmail.com

\* Contact Preference: Address

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

The screenshot shows the 'ADDRESS' section of the registration process. It includes a 'PASSWORD' section at the top with a requirement for 8 characters. The 'ADDRESS' section contains several required fields: Country Type (set to 'US'), Enter Address (placeholder: 'Enter a location'), Street Number or PO Box, Pre Direction (dropdown), Street Name, Post Direction (dropdown), City, State (dropdown), Postal Code, County, Unit or Suite, and Address Type (set to 'Billing'). At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

\* Confirm Password

ADDRESS

Country Type: US

Enter Address: Enter a location

\* Street Number or PO Box

Pre Direction

\* Street Name

Post Direction

\* City

State

\* Postal Code

County

Unit or Suite

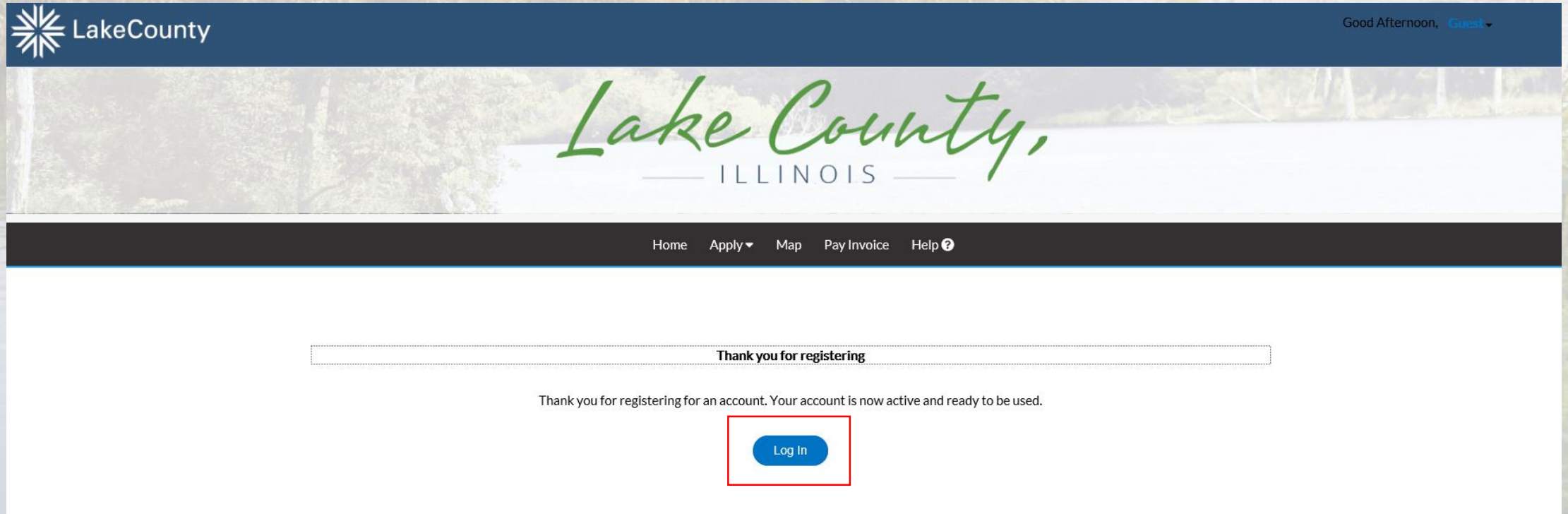
\* Address Type: Billing

Back Submit



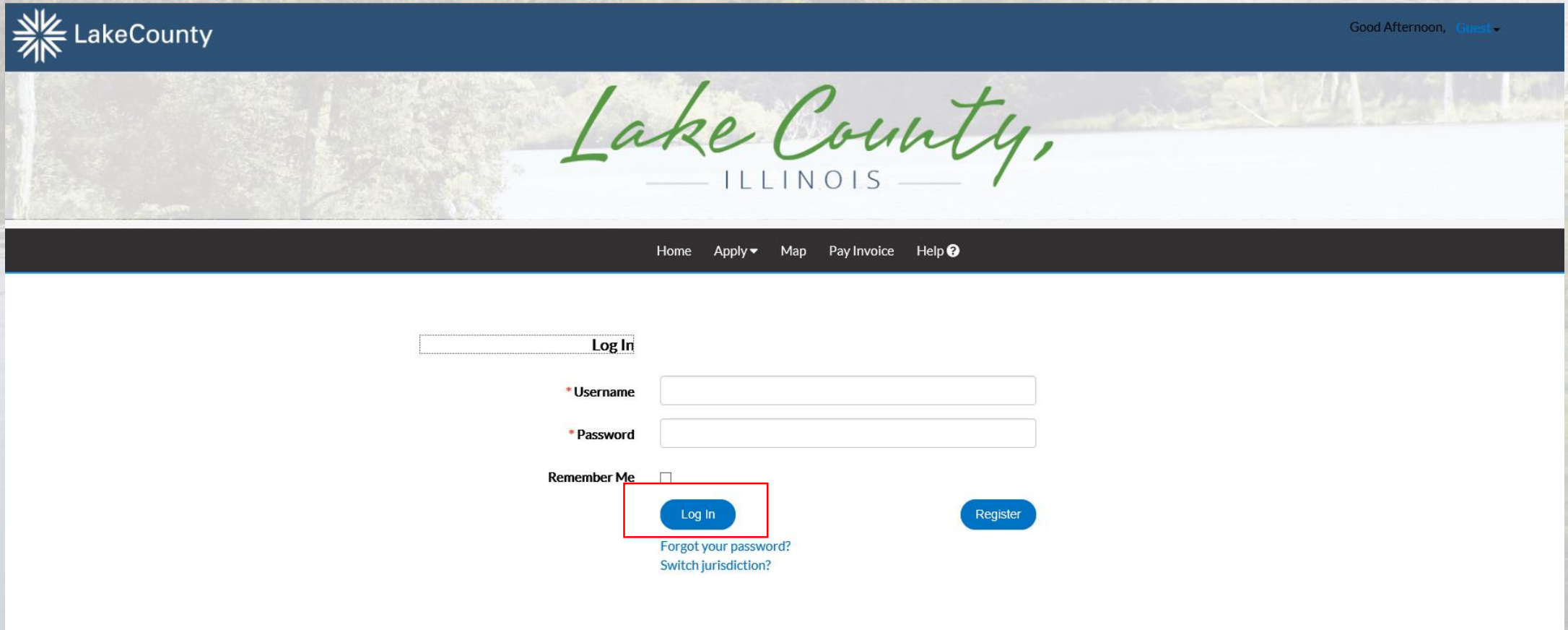
# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 9 – Online registration is now complete. Click on “Log In”




# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 10 – Enter the username and password you just created and click “Log In”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Afternoon, Guest". The main banner displays "Lake County, ILLINOIS". A navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The login section contains a "Log In" link, a "Username" field, a "Password" field, a "Remember Me" checkbox, a "Log In" button (highlighted with a red box), a "Register" button, and links for "Forgot your password?" and "Switch jurisdiction?".

 LakeCounty

Good Afternoon, [Guest](#)

*Lake County,*  
— ILLINOIS —

[Home](#) [Apply](#) [Map](#) [Pay Invoice](#) [Help](#)

[Log In](#)

\* Username

\* Password

Remember Me ☐

[Log In](#) [Register](#)

[Forgot your password?](#)  
[Switch jurisdiction?](#)



## Part 2 – Apply for the DECI Re-Listing

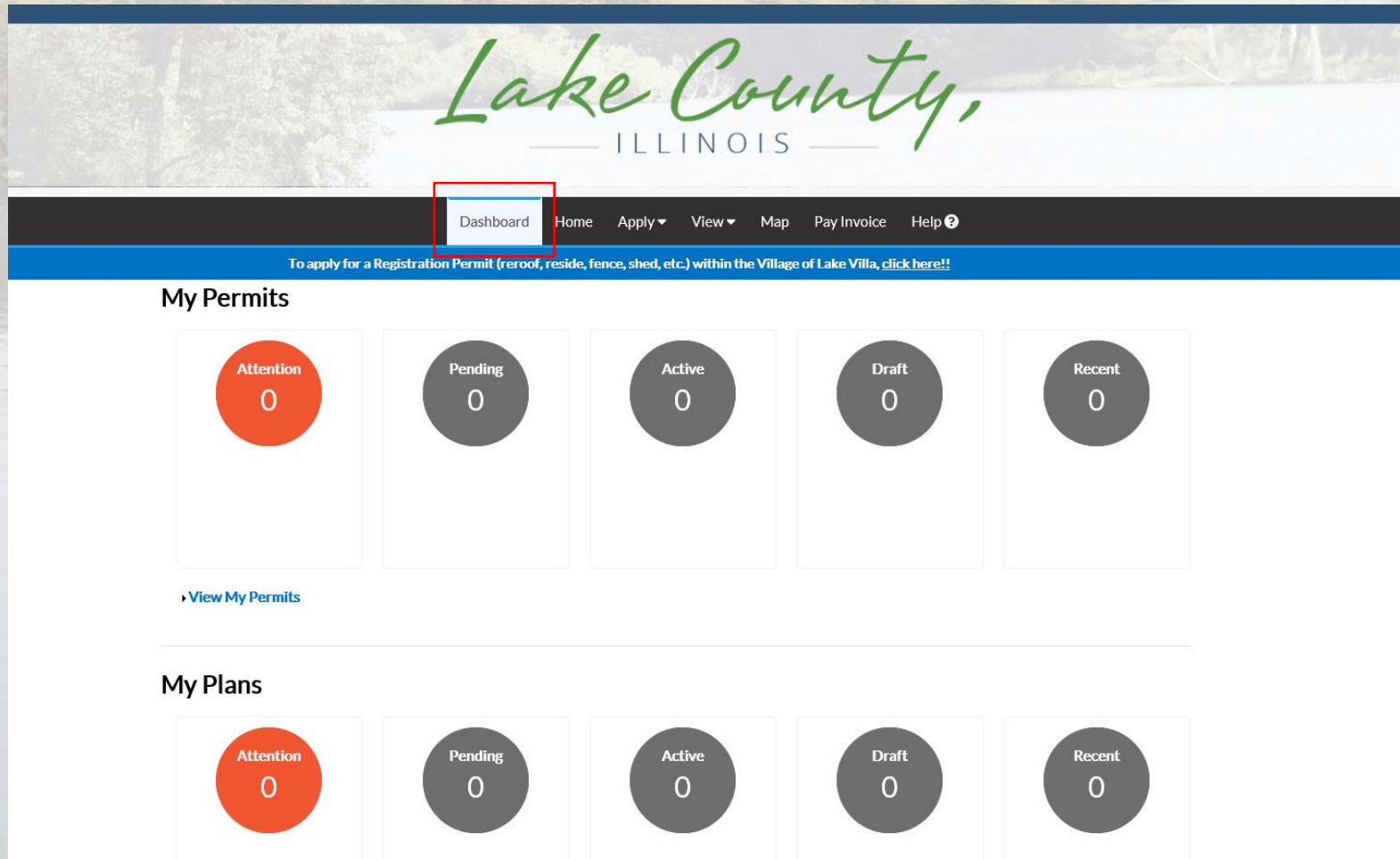
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STORMWATER MANAGEMENT COMMISSION

# Part 2 – Apply for the DECI Re-Listing

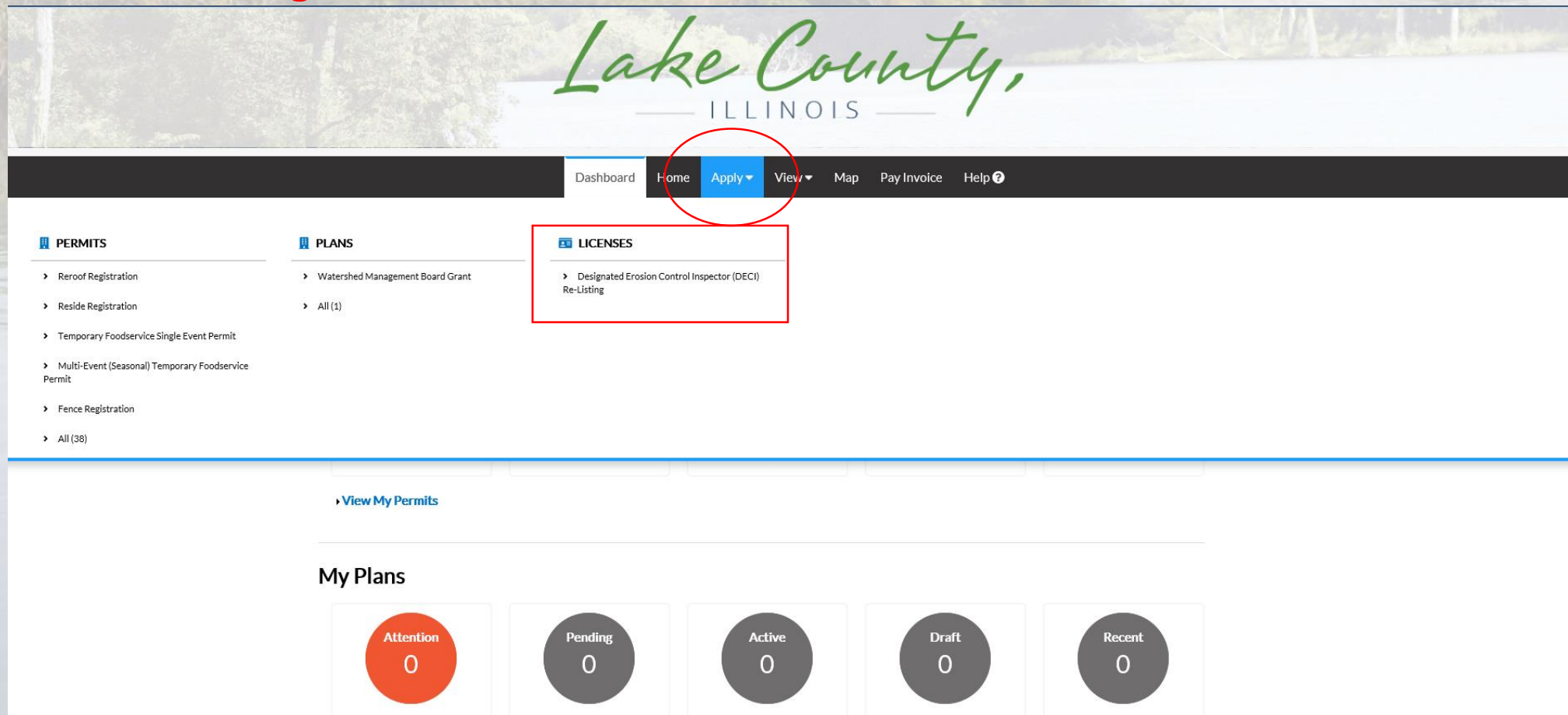
- Step 1 – Once you log in, you will be taken to the “Dashboard”





# Part 2 – Apply for the DECI Re-Listing

- Step 2 – Click on “Apply”, then on the “Designated Erosion Control Inspector (DECI) Re-Listing “License”; please note that DECI is not licensed, SMC is just using this module to facilitate the re-listing



# Part 2 – Apply for the DECI Re-Listing

- Step 3 – Click on the “Add Location” to add your mailing address

The screenshot displays the Lake County, Illinois website interface for the 'Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing' process. The header features the Lake County, Illinois logo and a navigation bar with links: Dashboard, Home, Apply, View, Map, Pay Invoice, and Help. The main heading is 'Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing' with a red asterisk and the word 'REQUIRED'.

A progress bar shows six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Step 1 is currently active.

Below the progress bar, the 'LOCATIONS' section is titled 'Please provide your mailing address location.' A red box highlights a blue button labeled 'Add Location' with a white plus sign. Above the button is a dropdown menu labeled 'Location' with a downward arrow.

At the bottom right, there are two buttons: 'Save Draft' and 'Next'.



# Part 2 – Apply for the DECI Re-Listing

- Step 4 – Switch “Add Address As” to “Mailing”. Input your address in the “Search” box and click the magnifying glass. The address will show up below. If the address is not found, you can add it manually. Click “Add”

**Lake County, ILLINOIS**

Dashboard Home Apply View Map Pay Invoice Help

[Back to Application](#)

**Add Location**

Address Parcel

Add Address As Mailing

Search

**Address Information**

Search 500 Winchester

Address	Action
500 W WINCHESTER RD, LIBERTYVILLE, IL 60048	Add

Results per page 10 1 - 1 of 1 << < 1 > >>

# Part 2 – Apply for the DECI Re-Listing

- Step 5 – Click “Next”

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

**Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing** \*REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

LOCATIONS

Please provide your mailing address location.

**Type: Location**  
500 W WINCHESTER RD,  
LIBERTYVILLE, IL, 60048  
  
**Main Address** ☒  
**Parcel Number**  
1116100001  
**Main Parcel** ☒  
[Remove](#)

Location ▾

Add Location

+

Save Draft

Next



# Part 2 – Apply for the DECI Re-Listing

- Step 6 – Just click “Next” on this page

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

## Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing \*REQUIRED

✓

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

LICENSE DETAILS

Please upload PDH certificates and pay \$60 re-listing fee (plus applicable service charges). Payment may be in the form of an E-check or Credit Card.

\* License Type

Designated Erosion Control Inspector ▾

Description

License Holder

DECI Relisting

Back

Save Draft

Next

# Part 2 – Apply for the DECI Re-Listing

- Step 7 – Check to see that your name and address are correct and click “Next”

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

**Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing** \*REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments


6

Review and Submit

CONTACTS

If you have any questions, please contact Mea Blauer at (847) 377-7701 or [iblaue2@lakecountyil.gov](mailto:iblaue2@lakecountyil.gov)

Designated Erosion Control Inspector



DECI Relisting (You)

500 Winchester, Libertyville,

\*\*DO NOT USE\*\* Admi ▾

Add Contact

+

Back

Save Draft

Next



## Part 2 – Apply for the DECI Re-Listing

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- Step 8, Part 1 – Pick the appropriate drop-down choice based on the following:
  1. You passed the DECI exam: “Yes” or “No”
  2. You completed the appropriate Professional Development Hours
    1. None required to show this re-listing period if you became a DECI in 2019 or 2020
    2. 16 PDHs if you became a DECI in 2018
    3. 24 PDHs if you became a DECI in 2017
  3. Check the “Renewal Fee of \$60”

# Part 2 – Apply for the DECI Re-Listing

- Step 8, Part 2 – Pick the appropriate drop-down choice and click “Next”

The screenshot shows the 'Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing' page for Lake County, Illinois. The page features a progress bar at the top with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. Steps 1-3 are marked with green checkmarks, step 4 is the current step with a blue circle, and steps 5 and 6 are grayed out. The 'More Info' section contains three drop-down menus: 'DECI Exam Passed' (set to 'Yes'), 'Work-related Professional Development Hours' (set to '24'), and 'Renewal Fee' (set to '\$60'). A red box highlights these three drop-down menus. At the bottom, there are three buttons: 'Back', 'Save Draft', and 'Next'. The 'Next' button is also highlighted with a red box. The page includes a navigation bar with links to Dashboard, Home, Apply, View, Map, Pay Invoice, and Help. A 'REQUIRED' label is present in the top right corner of the form area.

Lake County,  
ILLINOIS

Dashboard Home Apply View Map Pay Invoice Help ?

Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing \*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

MORE INFO

DECI Exam Passed Yes

Work-related Professional Development Hours 24

Renewal Fee \$60

Back Save Draft Next

[Top](#) [Main Menu](#)



# Part 2 – Apply for the DECI Re-Listing

- Step 9 – Upload your PDH certificates and/or supporting documentation-a variety of documents are supported. Click “Next”

Dashboard Home Apply View Map Pay Invoice Help ?

Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

**Attachments**

Please upload PDH certificates.

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

Back Save Draft Next

# Part 2 – Apply for the DECI Re-Listing

- Step 10 – Verify all your information. Click “Back” to make changes. If everything is OK, click “Submit”

Progress bar: Locations (✓), Type (✓), Contacts (✓), More Info (✓), Attachments (✓), Review and Submit (6)

**Locations**

Location	500 W WINCHESTER RD, LIBERTYVILLE, IL, 60048
Parcel Number	1116100001

**Basic Info**

Type	Designated Erosion Control Inspector (DECI) Re-Listing
Description	
Applied Date	03/05/2020
License Holder	DECI Relisting

**Contacts**

Designated Erosion Control Inspector	DECI Relisting 500 Winchester, Libertyville,
--------------------------------------	---

**More Info**

DECI Exam Passed	Yes
Work-related Professional Development Hours	24
Renewal Fee	\$60

[Top | Main Menu](#)

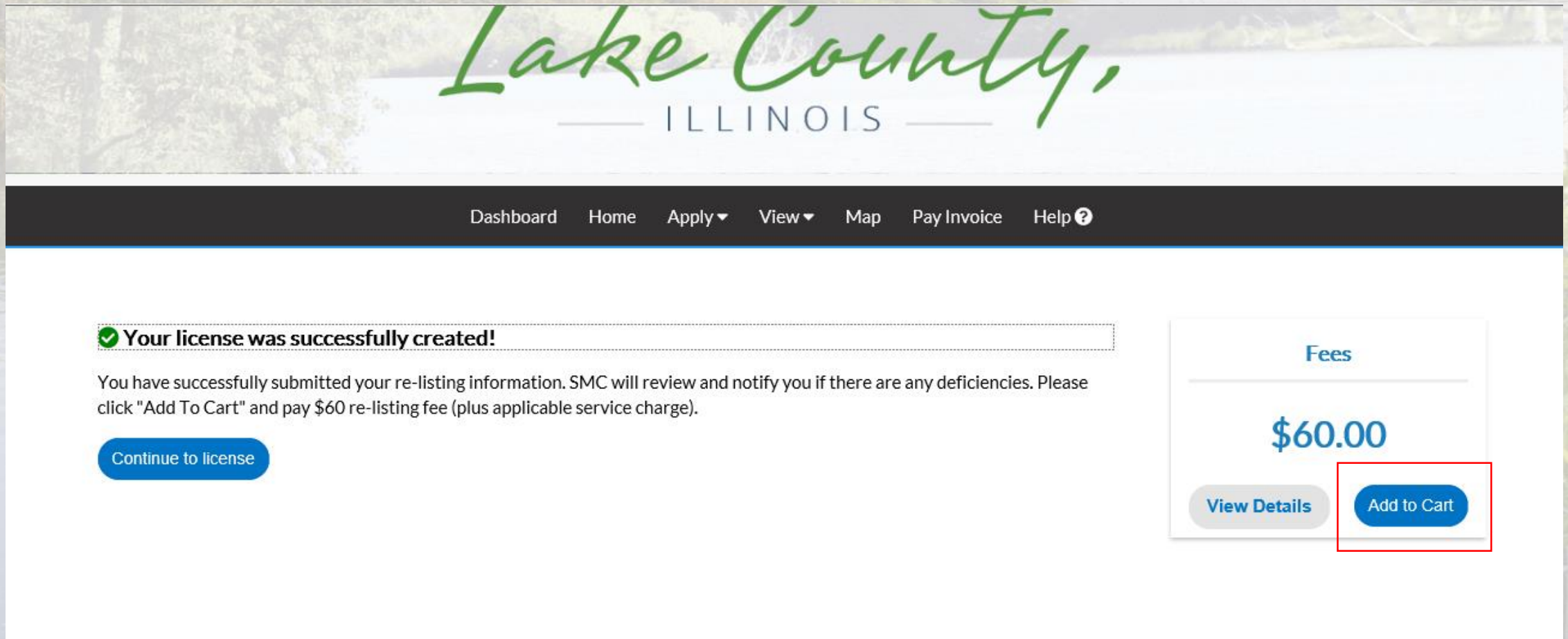
**Attachments**

Buttons: Back, Save Draft, Submit



## Part 2 – Apply for the DECI Re-Listing

- Step 11 – Your Re-listing has been submitted successfully! It is now time to pay. Click “Add to Cart”



The screenshot shows the Lake County, Illinois website interface. At the top, the logo "Lake County, ILLINOIS" is displayed in green script and blue sans-serif fonts. Below the logo is a dark navigation bar with links: Dashboard, Home, Apply (with a dropdown arrow), View (with a dropdown arrow), Map, Pay Invoice, and Help (with a question mark icon). The main content area features a success message: "✓ Your license was successfully created!" in a green checkmark and bold text, followed by a paragraph: "You have successfully submitted your re-listing information. SMC will review and notify you if there are any deficiencies. Please click 'Add To Cart' and pay \$60 re-listing fee (plus applicable service charge)." Below this message is a blue button labeled "Continue to license". To the right, a white box titled "Fees" displays "\$60.00" in large blue text. At the bottom of this box are two buttons: "View Details" (light blue) and "Add to Cart" (dark blue). The "Add to Cart" button is highlighted with a red rectangular border.

**Lake County,**  
ILLINOIS

Dashboard Home Apply▼ View▼ Map Pay Invoice Help?

✓ **Your license was successfully created!**

You have successfully submitted your re-listing information. SMC will review and notify you if there are any deficiencies. Please click "Add To Cart" and pay \$60 re-listing fee (plus applicable service charge).

Continue to license

**Fees**

**\$60.00**

View Details Add to Cart

# Part 2 – Apply for the DECI Re-Listing

- Step 12 – Click “Check Out”



DashboardHomeApply▼View▼MapPay InvoiceHelp?

[← Back](#)

Shopping Cart

Invoice: [INV-00034512](#)  
Due Date: 03/05/2020

Description: NONE  
Billing Relisting, DECI  
Contact:

Case Number	Project	Case Address	Amount Due
<a href="#">SMC-DECI-000798-2020</a>		500 W WINCHESTER RD LIBERTYVILLE IL 60048	\$60.00

Total \$60.00

Check Out

\$60.00

Remove

[Top | Main Menu](#)


Total \$60.00

Check Out



# Part 2 – Apply for the DECI Re-Listing

- Step 13, Part 1 – Choose a payment type (online payment service fee will apply)



**Lake County, IL**  
Order Number: 32372  
Wednesday, March 4, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00034509	NONE	1	\$60.00	\$60.00
Item Total:				\$60.00
Order Total: (excluding Service Fee)				\$60.00

**Payment Details**

\*all fields are required

☐ Pay with Credit Card (Service Fee: \$1.77)

☐ Pay with E-Check (Service Fee: \$1.50)

Cancel

# Part 2 – Apply for the DECI Re-Listing

- Step 13, Part 2 – Enter your payment information and click “Pay Now”

**MyGovPay**  
EMPOWERED BY TYLER TECHNOLOGIES

**Lake County, IL**  
Order Number: 32375  
Thursday, March 5, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00034512	NONE	1	\$60.00	\$60.00
Item Total:				\$60.00
<b>Order Total:</b> (excluding Service Fee)				<b>\$60.00</b>

**Payment Details** \*all fields are required

☒ Pay with Credit Card (Service Fee: \$1.77)

Cardholder Name  Billing Street  Billing Zip Code

Card Type  Card Number  Expiration Date

CVV Code

☐ Pay with E-Check (Service Fee: \$1.50)

[Cancel](#)



# Part 2 – Apply for the DECI Re-Listing

- Step 14 – Your payment is complete. You will receive a payment confirmation email from [noreply@mygovpay.com](mailto:noreply@mygovpay.com). Keep the receipt for your records.

**MyGovPay**  
EMPOWERED BY  
TYLER TECHNOLOGIES

**Lake County, IL**

**Payment Confirmation**

Payment Date	Monday, January 27, 2020
Order Number	31238

**Line Items**

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00033920	NONE	1	\$60.00	\$60.00
Item Total				\$60.00
Service Fee				\$1.77
Order Total				\$61.77

Thank you for your payment,

Lake County, IL

## Part 2 – Apply for the DECI Re-Listing

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- Step 15 – Lake County SMC will be notified of your online submission and payment. We will review your education requirements.
- Step 16 - If everything checks out, SMC will process your submission and you will receive an email notification with your DECI Certificate.
- Once you do that, you are re-listed until the next cycle which is in 2023.

\*The online re-listing process uses the term “licensed”. Please note, DECIs are not licensed.